

EDITED KSAPC LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

NOTE: *Each position within this classification may perform some or all of these KSAPCs.*

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of broadcast television standards and techniques for production and distribution of video programming.
K2.	Comprehensive knowledge of linear and non-linear computer based techniques and systems for the post production editing and finishing of video programs.
K3.	Comprehensive knowledge of video duplication and distribution utilizing available media formats and web based techniques in order to disseminate information and training to department employees and the public.
K4.	Comprehensive knowledge of television directing of both talent and staff in order to produce effective video messaging.
K5.	Comprehensive knowledge of the principles of effective speaking in order to secure contracts with vendors for specified services.
K6.	Comprehensive knowledge of the principles of effective training in order to increase staff knowledge and productivity.
K7.	General knowledge and experience with principles of effective supervision in order to guide employees in their job performance.
K8.	General knowledge of administration of progressive discipline in order to guide employees in their job performance.
K9.	General knowledge and experience with budget preparation/management in order to meet CDCR goals and objectives.
K10.	General knowledge of a supervisor's responsibility for promoting equal opportunity in hiring staff to comply with state and federal Equal Employment Opportunity (EEO) requirements.
K11.	General knowledge of a supervisor's responsibility for promoting equal opportunity in employee development and promotion to guide individual career advancement.
K12.	General knowledge of a supervisor's responsibility for maintaining a work environment free of discrimination and harassment in order to comply with state and federal EEO requirements.

KSAPCs highlighted in bold text are not currently on the SPB classification specification

EDITED KSAPC LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Ability to:	
A1.	Evaluate the video, audio, and special effects components of a television communications production in order to produce effective television and video programs.
A2.	Establish cooperative relationships with others to ensure effective completion of video project.
A3.	Maintain cooperative relationships with others to ensure effective completion of video project.
A4.	Prepare correspondence and comprehensive and objective reports in order to maintain effective communication with management.
A5.	Direct the preparation of correspondence and comprehensive and objective reports in order to maintain effective communication with management.
A6.	Analyze situations accurately and take effective action to enhance productivity and meet goals and expectations.
A7.	Conceive creative uses of the Television Communications Center in support of the department's missions.
A8.	Develop creative uses of the Television Communications Center to improve project efficiency and effectiveness.
A9.	Work effectively with diverse personalities in stressful situations to meet goals and expectations.
A10.	Plan the work of others in order to ensure projects are completed within specified timeframes.
A11.	Organize the work of others to ensure equal distribution of workload amongst staff.
A12.	Direct the work of others to ensure quality and efficiency in the finished product.
A13.	Prepare a budget in order to meet CDCR goals and objectives.

EDITED KSAPC LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Skill to:	
S1.	Safely lift 25 pounds of equipment in order to aide in video/audio production.
S2.	Operate broadcast audio/video equipment to capture appropriate images and sound for purposes of the specified project.
S3.	Design and light a set or location to ensure proper illumination of subject matter.
S4.	Use linear and non-linear computer based techniques and systems for the post production editing and finishing of video programs.
S5.	Duplicate and distribute video programs utilizing available media formats and web based techniques in order to disseminate information and training to department employees and the public.

EDITED KSAPC LISTING

CLASSIFICATION: Director, Television Communications Center (Supervisor)

NOTE: *Each position within this classification may perform some or all of these KSAPCs.*

KSAPC Statements	
<i>Personal Characteristics:</i>	
PC1.	Willingness to travel throughout the State in the production of video programs.
PC2.	Demonstrated administrative ability to organize and prioritize work load.
PC3.	Demonstrated leadership ability to motivate and inspire staff in the production of video programs.